



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 3.1.31	Subject: FIREARMS
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 2
Section 1: Security Operations	Effective Date: June 1, 1998
Signature: /s/ Mike Ferriter, Director	Revised: 08/15/12

I. POLICY

The Department of Corrections divisions and facilities will establish standards and procedures for the lawful and judicious use of firearms.

II. APPLICABILITY

All Department division and facility personnel whose responsibilities include carrying a firearm.

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent) ultimately responsible for the division, facility, or program operation and management.

Armed Assignment – Assignments involving personnel whose essential functions and responsibilities include carrying and deploying a firearm, e.g., offender transport officers, duty officers, specialized teams such as IPS and SRT, and probation and parole officers.

Deadly Force – Force that may reasonably be expected to cause serious injury or death.

IV. DEPARTMENT DIRECTIVES

A. Required Procedures

1. Division and facility administrators, or designees, must ensure the development and maintenance of operational procedures that meet the following criteria:
 - a. govern the access, issue, storage, maintenance, and procurement of firearms in accordance with [DOC Policy 3.1.7, Emergency Equipment and Armory Operations](#);
 - b. govern the training, re-qualification and use of firearms in accordance with the provisions of this policy and DOC Policies [1.4.1, Staff Development and Training](#); and [3.1.8, Use of Force and Restraints](#); and
 - c. address the following:
 - 1) firearms specifications, inventory, and inspections;
 - 2) approval of position-specific training lesson plans which include the safe loading and unloading of firearms;
 - 3) assignment of employees to carry firearms, including during emergencies;
 - 4) requirements of firearms security for employees who supervise offenders outside a secure facility perimeter; and
 - 5) ensure employees are instructed in the psychological and legal aspects of use of deadly force.

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2. Department employees must immediately report to the appropriate supervisor any discharge of a Department-issued firearm, other than discharges that occur for training purposes. The discharge of a Department-issued firearm for any reason other than training purposes will be followed by these actions:
 - a. the employee who discharged the firearm must immediately report the discharge to the appropriate supervisor;
 - b. notification to the Montana State Prison Command Post must occur in accordance with [DOC Policy 1.1.6, Priority Incident Reporting and Acting Director System](#); and
 - c. an investigation will be conducted in accordance with [DOC Policy 3.1.19, Investigations](#).
3. Each administrator will ensure successful completion of an approved training curriculum that meets Public Safety Officer Standards and Training Council (POST) requirements for staff according to the following:
 - a. staff required to carry and use firearms require:
 - 1) armed assignment basic firearms training; and
 - 2) a minimum of annual re-qualification training.
 - b. staff in unarmed assignments who may be required to carry firearms in emergency conditions require:
 - 1) basic firearms training; and
 - 2) a minimum of annual re-qualification training.

V. CLOSING

Questions concerning this policy should be directed to the appropriate administrator.

VI. REFERENCES

- A. [Title 45, Chapter 3, MCA](#)
- B. [4-4204, 4-4205; ACA Standards for Adult Correctional Institutions, 4th Edition](#)
- C. [3-3087 through 3-3092; Standards for Adult Probation & Parole Field Services, 3rd Edition](#)
- D. [DOC Policies 1.1.6, Priority Incident Reporting & Acting Director System; 1.4.1, Staff Development and Training; 3.1.7, Emergency Equipment and Armory Operations; 3.1.8, Use of Force and Restraints; 3.1.19, Investigations](#)
- E. [Resolution Requiring Annual Firearms Qualification-10-003](#)

VII. ATTACHMENTS

None